## Policy for a Limited Public Forum for Display, Distribution, and Private Exhibit of Posters, Fliers, Pamphlets, Publicity Materials and Other Objects of Not-For-Profit Organizations in the Tempe Public Library

## **Policy:**

This policy of the Tempe Public Library is meant to establish a limited public forum for the display, distribution, and exhibit of materials from or for not-for-profit organizations. Limited display space within the library requires that materials accepted for posting, display, distribution or exhibit be governed by regulations listed below. This policy governs the use of literature distribution racks, bulletin boards, and display cases in the Tempe Public Library.

## **Regulation:**

- 1. Publicity and informational materials published by the City of Tempe will be posted, displayed or distributed.
- 2. Materials from or for not-for-profit organizations and/or functions may be accepted for posting, display, or distribution on a space available basis. In the case of space limitations, priority will be given to events occurring in Tempe.
- 3. Items from commercial or profit-making organizations will not be accepted for display or distribution. This regulation includes but is not limited to the following: advertisements from individuals for child care, tutoring, music lessons, items for sale, boutiques, garage sales.
- 4. Items which are political in nature and items using this distribution and display opportunity solely to pray and proselytize will be not accepted for posting, display, or distribution.
- 5. The Community Services Director or designees retain the right to refuse any material for display and/or distribution even if it is within the guidelines. Basis for refusal may include size, content, appearance, or space limitations.
- 6. Library staff will determine when material will be posted, displayed or distributed and when it will be removed.
- 7. The final decision for display or distribution will rest with the Community Services Manager.
- 8. All items distributed or posted by the Library must be left at the Library Administration office (2nd floor) in order to verify that the item(s) are in compliance with this policy. Citizens wishing to obtain more information regarding this policy should contact the Library Administration office at 350-5500.
- 9. The City of Tempe, including the Tempe Public Library, neither endorses nor sponsors the organization or activity described in the brochures, fliers, pamphlets and other material displayed or distributed in the Library. The display or distribution of this material is provided as a community service.